



## The Mary H. Brown Endowment Fund

### *End-Of-Year Report Guidelines*

All funding recipients are required to submit an Annual Report to the Office of the Dean of Students by **May 15<sup>th</sup>** in the year following the approval of funds. There is no minimum or maximum number of pages required. The Annual Report should include the following:

➤ **Overview of Project**

- What the project is, goals of the project, over-all vision of project – similar to the 100-word summary submitted with the initial funding proposal

➤ **2018-2019 Activities**

- Explain what activities the project undertook as part of the project's mandate
- How were these activities relevant to your project's mandate?
- Did you find these activities successful? Why or why not?
- We encourage including photos of the activities (if possible)

➤ **Use of Funds**

- Explain (approximately) how much money was spent for each above activity. Outline any challenges or surprises you faced financially. Explain any unexpected costs.
- If possible, please include screenshots of any relevant banking information
- If possible, please provide copies of receipts used to pay for activities
- Please be as detailed as possible.

➤ **Lessons Learned**

- What worked? What didn't? What would you do differently?

➤ **Funding Request for 2019-2020 (Optional)**

- If you would like to request a renewal of funding for 2019-2020, please indicate so here.
- Explain what you would like the funding to be used for, and why you think the funding should be renewed (if you are requesting a higher funding amount, please give a brief explanation of why)

➤ **Conclusion**

If you have any questions on what should be included in the proposal, or would like an example of a previous Annual Report from an MHB Fund Recipient project, please email [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca) .